

VILLAGE OF CIMARRON

JOB DESCRIPTION

Administrative Assistant

CLASSIFICATION: Employee shall work 40 hours per week, Monday through Friday from 8:00am to 5:00pm. Lunch from noon to 1:00pm. May be required to work after 5:00pm and weekends.

Rate: The present hourly rate is \$8.50 - \$9.00 per hour. Every year the employee's wages are evaluated and considered for a merit raise; consideration is based on several factors: performance evaluation, cost of living, availability of budget and other lawful factors.

DUTIES: Assist the Clerk Administrator with various tasks. Typing minutes, correspondence and be willing to learn the financial duties to within a year have the abilities to take on the financial responsibilities. The financial position pays all bills incurred by the Village from the respective Bank accounts. Prepare check vouchers. Issue and monitor purchase orders according to State Procurement Code and Village Purchasing Policy. Issue and monitor purchase requisitions. Prepare monthly financial statement for all departments. Balance and maintain fourteen (14) bank accounts; Balance and maintain fund accounting – twenty eight (28) funds. Prepare monthly financial statements of Village Accounts using Caselle government management system. Compile figures and balance all funds and all accounts for preparation of quarterly report. Prepare payroll, deposit transfer from various funds/accounts, quarterly and year end reporting. Quarterly Lodgers' tax report, ordering of supplies, typing of all checks, mailing out payments to vendors, listing bills for council packets, posting of income and expenses in journals, mileage and per diem requests, municipal election process and voter registrations, and answer police and other Village telephone lines as needed.

SUPERVISOR: The Clerk Administrator is the direct supervisor.